AAL Programme

Template for Part B for Small Collaborative Projects proposals submitted to the
Call for Proposals AAL-2018
Date: 02.02.2018 Version: 0.1

Please note:
- This template **must** be used to write the proposal for submission to the call 2018 of the AAL-Programme. Please check our website for the latest version of this document.

- The maximum page length of the proposal description is set at **22 pages** including all elements. Font type Arial should be used, with minimum font size 10, line-spacing at least 1.0 and all margins on A4 sized pages at least 1.2 cm. Failure to comply with these guidelines may result in the proposal being classified as "non-eligible" *before* the evaluation by experts. Describe an issue only once and refer to that description - if needed. All explanatory text – like this page - can be deleted before submission. **Paragraph headings should be retained**. Try to highlight important information within the text, use pictures and diagrams to explain complex issues and make sure all such figures are readable. The electronic submission tool will automatically cut off the proposal pdf-file after page 22. Consequently, any content exceeding page 22 is considered as not delivered to the AAL Programme and will not be included in the evaluation. Proposal descriptions of less than 12 pages are subject to a decision by AALA Central Management Unit (CMU) on the inclusion in the evaluation process.

- It is recommended to study the full call text (including the Guide for Applicants and National Eligibility Criteria document to be found at http://www.aal-europe.eu/get-involvedcall-challenge-2018/) and the template structure **before starting to write the proposal** to avoid redundancies and misplaced information. The following aspects should be prominent in all proposals: **end-user-involvement and user challenges met, innovation and market approach**.

- The three sections of this template are:
- ○ Section 1: "Relevance and scope",
- ○ Section 2: "Implementation" how the concepts and goals will be materialised
- ○ and Section 3: "Impact" of planned solution" on: a) quality of life of end-users and on service models, and b) market development and business.

- The above-mentioned sections of this template correspond to the evaluation criteria (Guide for Applicants Section 6.2.2) as follows: Section 1 (Relevance and scope) includes the evaluation criteria Proposal fit to the call, Section 2 (Implementation) includes the evaluation criteria on the scientific and technical approach to carry out the proposal, Section 3 (Impact) includes the evaluation criteria 'Potential Impact of the Proposed Solution on Quality of Life of end-users' and 'Potential Impact of Proposed Solution on Market Development'.

- **For each section, the call text and relevant sections of the Guide for Applicants should be taken into account.**

- **Indicated section titles must be used**. A proposal that does not use the indicated headings will be considered as "not eligible" (decision by the AALA CMU).

- Within each section, proposers are free to follow the page length recommendations as long as the total is 22 pages maximum. The following recommendation would make sure that the proposal stays within 22 pages:
- Cover/Title/Content/Executive Summary: 2 Pages,
- Section 1: 3 pages,
- Section 2: 10 pages (incl. short descriptions of partner organisations and all work package lists), Section 3: 7 pages

- Excluded from the page count are documents that may be asked for ,in addition, by AAL funding organisations. Such (rare) requests will be clearly indicated within the proposal submission system through which the proposal is uploaded.

- In Part B, only contact details of the project coordinator shall be given. Contact details of representatives of the remaining partner organisations shall be provided in Part A.

- "Placeholder" organisations (i.e. not identified at the time of submission) are not allowed at any time within the AAL proposal process. The inclusion of placeholder organisations will lead to the exclusion of the proposal from the evaluation process.

In case of questions, please contact the AAL CMU at call@aal-europe.eu.

Template for Small collaborative projects proposal description (Part B, Call 2018)

Cover Page

Application areas addressed: _____

Proposal full title: _____

Proposal acronym: _____

Name of the project coordinator: _____

Contact details of the coordinator: _____

Envisaged starting date: _____

List of participants:

Participant n°*	Participant organisation name	Participant short name	Organisation type ** please choose among: END-USER - BUSINESS - SMALL MEDIUM ENTERPRISE - LARGE ENTERPRISE - RESEARCH - UNIVERSITY - OTHER	Role in the project ** please choose among: USER - BUSINESS - RESEARCH	Country
1 (Coordinator)					
2					
3					
…					

* Please use this numbering in all parts of your proposal.
** Organizations which label themselves as end user organizations must fit into the definition as provided by the AAL Association of primary, secondary and tertiary end users (see the Call Text). This has to be reflected in the description of the partner, in the work plan and in the dissemination activities.

Table of Contents

Executive Summary

The summary shall describe the main objectives of the proposal.
The Executive Summary should be maximum half a page in total (no specific table is required for this section).

Section 1: Relevance and scope

Maximum length of section 1 is 3 pages

This section is concerned with features distinguishing the proposed solution from others, both existing and planned and its comparative advantage for end-users (all levels) and in the marketplace. Describe an example scenario (1.1), outline the essence and uniqueness of the project proposal and the final solution (1.2), describe its comparative advantage (type and degree of innovation) (1.3), and nail down key performance indicators of the project (1.4).

1.1 Essence and uniqueness of project

Describe to what extent and how the project is exploring new ideas, concepts and approaches for ICT-based solutions for older adults.

Describe how you intend to reach out to new stakeholders for inclusion in (future) development of AAL solutions, build strong collaborations with end user organisations, support community building with new customers and create shared agendas.

Describe how the project intends to collaborate with end users in order to:
- Thoroughly investigate wishes and needs for appealing solutions;
- Explore novel and improved approaches for involving all types of end users;
- Validate benefits for end-user organisations, enhancing their own processes;
- Explore ways for opening up the market for ICT based solutions for older adults;
- Assess the project concept in relation to market potential.

Please notice that the list above is nor mandatory neither exhaustive.

1.2 Comparative Advantage / Innovation

Describe what is the comparative advantage of your proposed approach compared to the state of the art.

Section 2: Implementation

Maximum length of section 2 is 10 pages (incl. all requested listings).

This section describes the implementation with respect to the specificities and aims of the project (2.1), project organisation, composition and quality of the consortium and work plan (2.2), Resources required for successful implementation (2.3), Risk assessment and management plan (2.4).

2.1 Specificities and aims of the project

Describe the qualitative and quantitative objectives of your project and explain how the proposed activities will meet the proposed goals.

Describe how relevant end-users[1] will be involved in the project (see chapter 11 in the Guide for Applicants) taking into consideration ethics-related aspects (see chapter 9 in the Guide for Applicants and the relevant table in the annex of the Application Form).

2.2 Project organisation, consortium composition and quality, work plan

Describe in short how the organisation and management structures will be set up and utilised in the project, e. g. task distribution, decision making and conflict resolution systems. Map the competences of project coordinator and partners to the tasks to be performed. Describe how *the capabilities and innovative potentials* of consortium partners are mobilised and utilised.

Please describe the quality of the partners and the complementarity of expertise (max. half page for each partner; please use the same sequence in the description as employed on the cover page).

Briefly explain the balance of contribution between partners and the added value of the international collaboration. Please fill in the WP templates at the end of this section.

2.3 Resources required for successful implementation

Describe the resources needed to perform the planned tasks. If relevant, explain how supplementary resources may be included (self-funded participants, multipliers, interested parties from the wider ecosystem - sub-contracting is in general not encouraged). Describe the total costs, the breakdown of the total costs, budget requests for the partners and indicate and justify major project budget positions. Please note that the AAL Association plans to organise physical final review meeting for SCP - travel costs should be foreseen for every project partner.

2.4 Risk assessment and management plan

Describe the risks identified in the project (by stages) and how the consortium will address them. Please provide details on procedures and capabilities to prevent and abate the identified risks. Describe how the consortium will provide adequate quality control procedures regarding development and release of deliverables, as appropriate to each specific type, e.g. management reports, research notes, market studies, application or service prototypes, test environments, documentations.

Management Plan: Briefly introduce the overall organisation of the activities and the work plan (tasks, sequencing, meetings and deliverables).

Individual work package (WP) description: (To be used for each work package, max. 1 page per WP) - More than 3 work packages are not advised.

WP number			WP duration:		*e.g. M0 – M4*		
WP title							
Participant nº (lead partner first)							
Participant short name							
Person-months per participant							

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[1] Primary, secondary and tertiary, as appropriate.

Objectives of the WP
Description of work (possibly broken down into tasks) including the tasks leaders and role/contribution of partners
Deliverables of the WP: nº, brief description and project month of delivery

Copy this structure as many times as required (i.e. work packages are defined).

Work package (WP) overview list (*WPs titles are an example*)

WP no.	WP title	Lead partic. nº	Lead partic. short name	Person months	Start Month	End month
1	*…*					
2	*…*					
3	*…*					
4	*Management*					
…	*Add more rows …*					
	TOTAL					

Texts in Italics are examples only.

Deliverables overview list

Del. nº	Deliverable name	from WP nº	Nature/type of deliverable	Dissemination level (Public or restricted)	Delivery date (project month)
	Final report*				
	Add more rows as required				

Milestones overview list

Nº	Milestone name	WP involved	Expected date (project month)	Means of verification
	Add more rows as required			

Summary overview of staff effort in person months (PM)

NB: consortia should be aware that partners with more than 20% of the PM cannot, in principle, be replaced (and thus the proposal cannot be reconfigured - see the Guides for applicants)

Partic. nº	Participant short name	WP1	WP2	WP3	WP4	WP5	…	Total pm
1								
2								
3								
…	*Add more rows as required*							
Total								

As mentioned above, include PERT, GANTT or similar diagrams to visualise the project sequences and cycles and the interdependency of the work packages.

Section 3: Impact

Describe the impact that the project results of the project will have in relation to the original proposal's goals. The impact may relate to the quality of life of different end users' groups, to social and ethical aspects, to methodological aspects and to the business development aspects (3.1). Also explain the exploitation potential (3.2) and briefly sketch the IPR originated from the project (3.3).

3.1. Impact

Describe how your project will contribute to the expected impacts mentioned in Sections 1) and 2). Describe any barriers/obstacles, and any framework conditions (such as regulation, standards, public acceptance, workforce considerations, financing of follow-up steps, cooperation of other links in the value chain), that may determine whether and to what extent the expected impacts will be achieved

3.2 Benefit and exploitation potential

Describe the general benefits of the project results as well as for decision making for further RDI projects (if applicable, from the perspective of the partners involved in the project) in both qualitative and quantitative terms in the following dimensions:

- o   strength-weakness analysis of the innovation approach
- o   opportunities and threats
- o   necessary resources
- o   prospects of success for the implementation of a R&D&I project

3.3 Intellectual Property Rights management (IPR) and other legal issues

Describe IPR handling and any other legal issues (see also chapter 10 in the Guide for Applicants). If applicable, describe how RTD performers and others will grant access to background knowledge of other consortium partners (e.g. the users/user organisations).

For the type of Consortium agreement suggested for a Small Collaborative project refer to the Guide for applicants.

Annex: Ethical "declaration" table

The ethical declaration table below gives an overview of the information required to meet the needs of the Active Assisted Living Programme in this regard (see also chapter 9 in Guide for Applicants).

Ethics declaration of proposals in the AAL Programme	Described on page (x) or "not relevant"
• How is the issue of informed consent handled? How is it handled in case of users with cognitive impairments?	
• What procedures does the proposal have to preserve the dignity, autonomy and values (human and professional) of the end-users?	
• If the proposal includes informal carers (e.g. relatives, friends or volunteers) in the project or in the planned service-model - what procedures exist for dealing with ethical issues in this relationship?	
• If the proposal includes technology-enabled concepts for confidential communication between the older person and informal and formal carers, service providers and authorities – what procedures are planned for safeguarding the right to privacy, self-determination and other ethical issues in this communication?	
• What "exit" strategy for the end-users involved in the project does the proposal have?	
• How are the ethical dimensions of the solution targeted in the proposal taken into account? (Brief description of distributive ethics, sustainability etc.)	